

Procedure Number:	8012p
Procedure Title:	Death of Employee Procedure
Approved by:	President
Approval date:	May 21, 2021
Effective date:	May 21, 2021
Review date:	May 2021
Next review date:	March 2025

1. PROCEDURES

The death of an employee is a time of sadness and it is important for the well-being of our UCW Community and the friends and family of the deceased to respond with professionalism and empathy.

This procedure has been developed for the immediate period following a death, providing direction at a time that may be unsettling.

While the unique circumstances of an employee death will influence the response, this procedure is intended to ensure a consistent, respectful, and compassionate approach.

2. PURPOSE

- 2.1. The purpose of this procedure is to establish responsibilities and actions for the administrative response to the death of a current University Canada West (UCW) employee.
- 2.2. This procedure ensures that upon the death of an employee:
 - a) communications with the employee's family/next of kin, colleagues, students, as well as the general public, are handled appropriately
 - b) the employee's contributions to the University and community at large are acknowledged
 - c) all dealings with the employee's records are handled in a timely, sensitive, and professional manner

3. DEFINITIONS

The definitions in policy 8012 Death of a University Student or Employee apply to this procedure.

4. IMMEDIATE RESPONSE

- 4.1. Any member of the UCW Community aware that a death has occurred on campus shall:
 - a) Immediately notify Campus Security (604-757-0476).

- 4.2. Campus Security will:
- a) Notify the police authorities
 - b) Temporarily close the building/area to public access
 - c) Notify the Director, People & Culture (Human Resources)
 - d) Notify the Vice President, Operations & IT Services
 - e) Notify the Facilities, Safety & Health Advisor.
- 4.3. Director of People & Culture (Human Resources) will:
- a) Seek details regarding the circumstances of the death and attempt to confirm whether other members of UCW were present when the death occurred
 - b) Notify the Executive Team and the Director of Marketing & Communications that an employee death has occurred on campus and is being investigated
 - c) Ask that witnesses be respectful of the process and refrain from posting information on their social media accounts ahead of an official announcement by UCW
- 4.4. In situations of the death of an employee occurs either on campus or off-campus, the following apply:
- a) Response to the death of an employee will be handled initially by the local police agency and/or hospital involved. In accordance with the *BC Coroner's Act*, these authorities will notify the next of kin.
 - b) Any employee becoming aware of the death of a current employee off campus will immediately notify the Director of People & Culture (Human Resources).
 - c) Director of People & Culture (Human Resources) will confirm the death. Depending on the source of information or the circumstances of the death, confirming the death with local police and/or Coroner may be required to avoid reporting misinformation or initiating the procedure when no death has occurred.
- 4.5. Director of People & Culture (Human Resources) is responsible for the coordination of the internal administrative response following the death of a current employee.
- 4.6. Director of People & Culture (Human Resources) or designate will notify the Executive Team and the employee's Manager/Director
- 4.7. Director of People & Culture (Human Resources) or designate will notify the Director, Student Affairs, if the employee was also a student at the University
5. RESPONSE WITHIN FIRST 48 HOURS
- 5.1. Once the scene has been contained, or in the event the death should occur off campus, the following will occur:
- a) Director of People & Culture (Human Resources) will verify the employee's:
 - identity;
 - employee identification number;
 - contact information;
 - emergency contact information of family/next of kin; and
 - current affiliation to the University (e.g. staff, faculty, contractor, etc.).
- 5.2. Employees should refer any direct inquiries from the media to the Director, Marketing & Communications.
- 5.3. Inquiries from non-media sources should be referred to the Director of People & Culture (Human Resources).

6. ROLES AND RESPONSIBILITIES

- 6.1. The Director of People & Culture (Human Resources) will function as the principal contact and Lead for information within UCW, and with the employee's family/next of kin.
- 6.2. The Director of People & culture will:
- a) ensure the procedures outlined herein are followed
 - b) contact the family/next of kin within a reasonable time to express condolences and establish a link as being the official contact person for UCW after the official notification has been made by the authorities
 - c) offer to communicate to the workplace anything the family/next of kin wishes to be made known, such as funeral or memorial service details
 - d) draft a formal card of condolence to be signed by an appropriate member of the Executive Team, normally the President, where appropriate
 - e) notify co-workers and students (where applicable) of the death in-person, whenever possible, and inform them of the support available through the University,
 - f) subject to the wishes of the family/next of kin, notify the UCW Community via email of the occurrence of the death, the employee's role and contributions to the University, and of the memorial service arrangements or family wishes if that information is available
 - g) ensure that any regular mailings from UCW to the deceased and/or family are stopped
 - h) liaise with other UCW administrative units to provide ongoing information to the Executive Team and other designated administrators regarding the death, the wishes of the family/next of kin, etc.
- 6.3. Director People & Culture (Human Resources) is also responsible to:
- a) Ensure employees are aware of the support and resources available to them, including the Employee Assistance Program
 - b) Ensure appropriate actions regarding final compensation and benefit entitlements have been taken
 - c) Ensure that any disciplinary proceedings (if underway) are discontinued.
 - d) If the employee was also a student, liaise with the Director of Student Affairs to ensure adherence to the Death of a Student Procedure.
- 6.4. Occupational Health and Safety:
- a) If the death occurred on campus, the Facilities, Safety & Health Advisor will :
 - work with Security, Vice President Operations & IT Services, and the police authorities to release any area/building that has been secured,
 - assess any risk or danger related to the death and, if required, engage the participation of the Joint Occupational Health and Safety Committee.
 - Make the appropriate reporting to the Health and Safety authorities, as required
- 6.5. Vice President, Operations & IT Services:
- a) if the death occurred on campus:
 - ensure repairs to facilities which may be required resulting from any incident surrounding the death are promptly arranged, and
 - close the employee's computer account and remove access to secure rooms.
- 6.6. Pension and Benefits:

- a) Determine the benefits that are payable and advise the Lead. Depending on the circumstances, the Benefits Advisor or the Lead will contact the beneficiary/executor to make appropriate arrangements.
- b) Make arrangements with the appropriate carriers.

6.7. Vice President Academic:

- a) Work with the Faculty Chair to re-assign teaching duties and/or other duties as required.

6.8. Director of Marketing & Communications:

- a) assist the Director, People & Culture (human Resources) with the draft of formal letters or cards of condolence to be signed by an appropriate member of the Executive Team, normally the President and Vice President Academic/Director of the area in which the deceased was employed;
- b) Ensure approval has been received from the family/next of kin prior to any release of information to the media; and
- c) Prepare press releases, if required and as appropriate.